

## Event Planning Assignment Worksheet

EVENT:	
EVENT DATE:	TIME:
CONTACT PERSON:	PHONE:
FUNDING SOURCE:	BUDGET:

**INVITATIONS:**      **Person Responsible:** \_\_\_\_\_ **Due:** \_\_\_\_\_

Invites (check all that apply)

_____ Email	_____ Formal Invitation	
_____ Letter	_____ Map	
_____ RSVP's	_____ Date for RSVP	_____ Date to Printing
_____ Reminder email		

Invitation List (attach list of names and addresses)

_____ Alumni	_____ Faculty	_____ Staff
_____ Speaker/Presenter	_____ Board	_____ District staff
_____ Others		
_____ Date invitations to be mailed	_____ RSVP return to	

**Total invitations to be printed/mailed:** \_\_\_\_\_

**EVENT LOCATION:** **Person Responsible:** \_\_\_\_\_ **Due:** \_\_\_\_\_

Building/Rooms: \_\_\_\_\_

\_\_\_\_\_ Room confirmation (School Dude)

**Room Setup**

_____ Tables	_____ Chairs	_____ Room-cleanup
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**AV/Sound**

_____ PA System	_____ Podium/Mic	_____ Laptop/sound
_____ Projector/screen	_____ Music-Choir/Band	_____ DJ

**RENTALS/BORROW:** **Person Responsible:** \_\_\_\_\_ **Due:** \_\_\_\_\_

_____ Chairs	_____ Tables	_____ Risers
_____ Tent	_____ Golf carts	_____ Cones/Stanchions

**PROGRAM:**      **Person Responsible:** \_\_\_\_\_ **Due:** \_\_\_\_\_

Speaker: \_\_\_\_\_

Title: \_\_\_\_\_

_____ Letter/email invitation	_____ Date
_____ Print program	_____ Date
_____ Name tags	

**FACILITIES:**      **Person Responsible:** \_\_\_\_\_ **Due:** \_\_\_\_\_

_____ Request for campus clean up to: _____	_____ Date
_____ Contacted for buildings/rooms to be open: _____	_____ Date

\_\_\_\_\_ Lighting: Location: \_\_\_\_\_  
**FLOWERS/DECORATIONS:** Person Responsible: \_\_\_\_\_ Due: \_\_\_\_\_

\_\_\_\_\_ Flowers ordered \_\_\_\_\_ Date  
 \_\_\_\_\_ Plants ordered/purchased \_\_\_\_\_ Date  
 \_\_\_\_\_ Balloons \_\_\_\_\_ Date  
 Other: \_\_\_\_\_

**CATERING:** Person Responsible: \_\_\_\_\_ Due: \_\_\_\_\_

Vendor: \_\_\_\_\_  
 Contract: Yes No  
 \_\_\_\_\_ Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner

**EVENT STAFF:** Person Responsible: \_\_\_\_\_ Due: \_\_\_\_\_

\_\_\_\_\_ Office staff \_\_\_\_\_ Campus Supervisors \_\_\_\_\_ Police  
 \_\_\_\_\_ Students \_\_\_\_\_ Volunteers

**PUBLICITY:** Person Responsible: \_\_\_\_\_ Due: \_\_\_\_\_

\_\_\_\_\_ News release \_\_\_\_\_ Web \_\_\_\_\_ Marquee  
 \_\_\_\_\_ Posters \_\_\_\_\_ Signage for buildings \_\_\_\_\_ Auto Dialer

**PARKING:** Person Responsible: \_\_\_\_\_ Due: \_\_\_\_\_

\_\_\_\_\_ Signage \_\_\_\_\_ Security \_\_\_\_\_ Disability/VIP  
 \_\_\_\_\_ Security

**SUPPLIES NEEDED FOR EVENT:** Vendor \_\_\_\_\_

Item#	Item	Qty	Price

**EVENT EVALUATION:**

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